

Department of the Army
Procedures for Selection and Placement of Civilians in Acquisition and
Technology Workforce Positions

June 4, 2002

- References:
- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by Section 808, Public Law No. 106-398, National Defense Authorization Act for Fiscal Year 2001, October 30, 2000; Section 824, Public Law No. 107-107, National Defense Authorization Act for FY 2002, December 28, 2001; and as may be subsequently amended by future statutory changes.
 - b. Department of the Army Policy on Selection and Placement of Civilians in Acquisition and Technology Workforce Positions, December 5, 2001 (rescinded).
 - c. DoD 5000.52, "Defense Acquisition, Education and Training Program," October 25, 1991.
 - d. DoDI 5000.52-M, "DoD Acquisition Career Development Program," Change 1, March 21, 2002..
 - e. DoD Instructions 5000.58, "Defense Acquisition Workforce," Change 3, January 13, 1996.
 - f. DoD Qualifications Program Operations Standard for GS-1102 Occupational Series, August 24, 2001.
 - g. Army Regulation (AR) 690-950, Civilian Personnel Career Management, December 31, 2001.
 - h. "Supplemental Position Information Checklist for Acquisition & Technology Workforce Positions," March 2002 (enclosure).
- Army Waiver Guidance and Procedures for Acquisition and Technology Workforce Critical Acquisition Positions, May 24, 2002.

A. PURPOSE

This document establishes procedures for the recruitment, announcement, review, selection and placement for filling permanent, temporary and term civilian

employees for covered Army Acquisition and Technology Workforce (A&TWF) positions.

B. PROCESS

1. Critical Acquisition Positions (CAP) (GS-14 and GS-15 and Personnel Demonstration Projects Equivalent Converted Broadband/Pay-band Levels):

(a) Validating a CAP and requesting recruitment for a CAP. Selecting officials are responsible for the following:

(1) Verification that the vacancy is a CAP.

(2) Review of position description/position requirements document (PRD) to ensure incorporation of the following required acquisition statements:

“This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 United States Code 1732 -1737):

- Selectee must be an Acquisition Corps (AC) member
at the time of permanent selection for the position or have been granted a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.”

(3) Inclusion of the following statement on the Request for Personnel Action (RPA): “This is a Critical Acquisition Position and requires Level III certification in Acquisition Career Field (ACF) ____.” (The ACF correlates to item #6, Career Category, on the Supplemental Position Information Checklist for Acquisition & Technology Workforce Positions.)

(4) Initiation of the RPA, to include the required Supplemental Position Information for Acquisition & Technology Workforce Positions (see reference (h)) and submission of the RPA electronically to the designated servicing human resource office.

(b) Recruiting Requirements for a CAP: Recruit for the position using external (Examining Office) and/or internal recruitment procedures (Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) career program referral guidelines (reference g), local merit promotion plans). OPM Qualifications Handbook provides basic qualification eligibility for all occupational

series positions, except GS-1102. The DoD Qualifications Standard for GS-1102 Occupational Series is the authorized single agency standard to use in rating and ranking candidates for GS-1102 occupational series positions, in GS graded and broadband/pay-band level positions. DoD regulations and instructions (references d and e) provide supplemental mandatory certification requirements for position certification and AC membership. Specific recruitment and internal placement procedures for personnel demonstration projects are subject to an individual project's operating procedures. Specific recruitment guidance follows:

(1) Area of consideration for CAP vacancy announcements shall be at least AC wide without restriction by geographic area. DoD-wide competition is highly encouraged as well as consideration of external candidates. Announcements shall be open for a sufficient period of time and in accordance with Major Army Command (MACOM), Army career program referral procedures and local negotiated agreements to attract a reasonable number of highly-qualified candidates. NOTE: The Army Guidance and Procedures for Waiver of Acquisition & Technology Workforce Members for Critical Acquisition Positions (reference i) requires that a position be announced for a minimum of 14 days and yield no AC candidates or candidates qualified for AC membership before a waiver of a candidate not meeting the requirements may be requested. See paragraph 4 of this document for additional information. If it is anticipated that there will be difficulty in recruiting solely from within the Army AC, it is incumbent upon management officials to ensure that the area of consideration and the announcement period are sufficient to preclude the need for a second announcement.

(2) CAPs will be filled only at the full performance level.

(3) Temporary or term recruitment actions to fill positions for over 120 days will be subject to competitive procedures. (This does not apply to lateral or reassignment moves into the same grade or within a Personnel Demonstration Project broadband/pay-band or to rotating program, project, product management reassignments.) The employee must meet AC membership requirements and be accessed into the AC prior to the competitive promotion or placement action.

(4) Exceptions to competitive procedures will be in accordance with paragraph 2-13 of AR 690-950, "Exceptions to competitive procedures." The employee must meet AC membership requirements, or be granted a waiver, and be accessed into the AC prior to the non-competitive promotion or placement action.

(5) Only individuals who are AC members or who meet AC membership requirements and are assessed into the AC may be temporarily promoted or detailed to a CAP.

(c) Announcing a CAP. Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

“Defense Acquisition Workforce Improvement Act Career Field Position.”

- "Army Acquisition and Technology Workforce (A&TWF) applicants **must** have an Acquisition Career Record Brief (ACRB) on file in the Career Acquisition Personnel and Position Information System (CAPPNIS)."
- "Acquisition Corps membership is required prior to appointment. All candidates who meet the basic qualification requirements will be considered. Acquisition Corps members from other services will be accepted by Army without additional review with proof of Acquisition Corps membership."
- "Selectees must sign an AC written tenure agreement to remain in the Federal service in this position for at least three years."
- "All selectees must sign an AC Mobility Agreement. (Mobility includes functional and organizational moves as well as geographic moves.)"
- "Completion of mandatory acquisition training requirements for this position is a condition of employment."
- "The above documents and information on the ACRB, AC membership and Corps Eligible (CE) status may be found at <http://dacm.rdaisa.army.mil/>. Individuals with questions may contact an Acquisition Career Manager (ACM) for assistance. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination on request for reasonable accommodation will be made on a case-by-case basis.

(d) Making a selection for a CAP:

(1) The selecting official is responsible for ensuring that fully qualified candidates who meet AC qualifications are selected when available. Candidates who are not qualified for AC membership may only be selected when no candidates on the selection list meet AC membership requirements or when all who do meet the requirements decline the position. The Civilian Personnel Advisory Center (CPAC), with assistance from the Acquisition Career Manager, will make the determination of AC qualifications. Non-AC members who are tentatively selected must be accessed into the AC, or be granted a waiver, before final selection to the position.

(2) The selecting official is responsible for ensuring that selectees with Level-II ACF certification or training complete an Individual Development Plan (IDP) within 45 days of entrance on duty that details how the selectee will become certified at Level III within 18 months.

(e) Processing AC membership documents upon selection of an applicant. The CPAC, in coordination with the Civilian Personnel Operations Center (CPOC), will make a *tentative* offer to the selectee, pending verification of membership or accession into the AC. The CPAC will obtain the following documents from the selectee for a permanent placement, temporary promotion or detail action and submit them to the Chief, Acquisition Management Branch (AMB), U.S. Army Total Personnel Command (PERSCOM), for accession into the AAC: (The documents may be found at <http://dacm.rdaisa.army.mil/>.)

(1) An AAC Written Tenure Agreement signed by the selectee.

(2) An AAC Mobility Statement signed by the selectee.

(3) Selectees who do not have CE status or AC membership must submit a copy of their resume and a transcript from an accredited institution of higher learning in addition to the above listed documents. These documents will be used to verify that the selectee has a baccalaureate degree, the appropriate semester credit hours (or equivalent) in a covered discipline, training/certification, and the required years of acquisition experience. AC members from other services must provide evidence of certification.

(f) Documenting accession into the AC. The AMB is responsible for verifying that a selectee has AC membership or is eligible for membership and for processing the accession paperwork, as follows:

(1) For a selectee claiming AC membership, AMB reviews the selectee's Acquisition Career Record Brief in the CAPPMS database to ensure Section III is annotated with AC membership. For selectees claiming AC membership from other services, AMB verifies the AC certificate or memorandum of accession. Upon verification, AMB immediately notifies the CPAC that a firm offer may be rendered.

(2) For a CE selectee, AMB reviews the ACRB to ensure Section III is annotated with "CE" status. (For non-A&TWF selectees, the CE Selection Memorandum signed by the Regional Director is acceptable.) AMB immediately takes the following steps:

- Processes the Letter of Acceptance and the Certificate of Admission, DD Form 2587, and electronically provides to the ASC. The ASC obtains the signature of the DDACM and mails to the selectee. (Immediately upon signature by the DDACM, the ASC transmits by fax a copy of the Letter of

Acceptance to the AMB.) AMB processes and mails the Acquisition Corps Certificate.

- Immediately upon receipt of the Letter of Acceptance from the ASC, notifies the respective CPAC that the selectee has been accessed in the AC.

- Annotates the ACRB to indicate AC membership; establishes an ACRB for new members.

- (1) For selectees who are not current AC members or do not have CE status, AMB reviews the resume and transcripts submitted by the CPAC to verify AC eligibility. AMB follows the steps in subparagraph B.1.(f)(2) for a selectee who qualifies.

- (2) AMB will follow Army Waiver Guidance and Procedures for A&TWF Critical Acquisition Positions for selectees requiring a waiver (reference I). AMB will notify the CPAC upon the DACM's final decision on the waiver request.

- (g) Processing the personnel action. Upon notification that the selectee has been accessed into the AC, the CPAC will make a firm offer to the selectee, establish the entry on duty date, and advise the CPOC that the selection has been approved and is ready for final processing.

- (h) Entering data in the Modern Defense Personnel Data System (MDCPDS): The CPOC will ensure selectee's data, to include education and specific acquisition certification, warrant, training, etc., is entered into MDCPDS.

2. Non-Critical Acquisition Positions (non-CAP) (GS-13 and below and Personnel Demonstration Projects Equivalent Converted Broadband/Pay-band Levels:

- (a) Validating and requesting recruitment and selection for a non-CAP. Selecting officials are responsible for the following:

- (1) Verification that the vacancy is an A&TWF position.

- (2) Review of position description/PRD to ensure the following required acquisition statement is included: "The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."

- (3) Inclusion of the following statement on the RPA: "This is an Acquisition Position and requires Level ____ certification in Acquisition Career Field _____".

(4) Initiation of the RPA, to include the required supplemental position information for Acquisition & Technology Workforce positions (see reference (h)), and submission of the RPA electronically to the designated servicing human resource office.

(b) Recruiting requirements for a non-CAP. Recruit for the position using external (Examining Office) and/or internal recruitment procedures (Office of the Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs) career program referral guidelines (reference g), local merit promotion plans). OPM Qualifications Handbook provides basic qualification eligibility for all occupational series positions, except GS-1102. The DoD Qualifications Standard for GS-1102 Occupational Series is the authorized single agency standard to use in rating and ranking candidates for GS-1102 occupational series positions, in GS graded and broadband/pay-band level positions. DoD regulations and instructions (references d and e) provide supplemental mandatory requirements for position certification. Specific recruitment and internal placement procedures for Personnel Demonstration Projects are subject to an individual project's Operating Procedures.

(c) Announcing a non-CAP. Career program referral notification letters and/or the external recruitment/internal vacancy announcements must contain the following statements:

“Defense Acquisition Workforce Improvement Act Career Field Position.”

- "This is an Army Acquisition and Technology Workforce position. Selectees must meet position requirements of certification at Level _____ in Acquisition Career Field _____ within 18 months of entrance on duty. “ (Certification requirements may be found in the Defense Acquisition University Catalog at <http://www.dau.mil/>.)” (This correlates to Item #6, Career Category, on the Supplemental Position Information Checklist for Acquisition & Technology Workforce Positions.)

(d) Making a selection for a non-CAP. The selecting official is responsible for selection of an individual who has met or can meet certification requirements of the position within 18 months of entrance on the job. Within 45 working days of occupying the position, the supervisor will ensure selectees who do not meet position certification requirements develop an IDP that documents how they will meet the requirements within 18 months.

(e) Entering data in the MDCPDS. The CPOC will ensure the selectee's data for education and specific Acquisition certification, warrant, training, etc., are entered in MDCPDS.

3. Occupational Series GS-1102 in the Contracting Acquisition Career Field: Section 824 of Public Law 107-107 and Section 808 of Public Law 106-398 amended Title 10 United States Code, Section 1724 (reference a), to prescribe basic education requirements for new entrants into the GS-1102 occupational series and for contracting officers with authority to award or administer contracts above the simplified acquisition threshold. The basic education requirements do not apply to individuals occupying such positions within DoD on or before September 30, 2000. The DoD Qualification Standard for GS-1102 Occupational Series, August 24, 2001 (reference f), implements the requirements in Title 10, United States Code, Sections 1723-1733, as amended. This applies to Personnel Demonstration Project positions classified in the 1102 series as well as the general schedule.

(a) Selections for Occupational Series GS-1102 CAPs will be processed as outlined in Paragraph B.1. of this document. Applicants must have received a bachelor's degree and have completed 24 semester credit hours (or the equivalent) from a covered discipline from an accredited educational institution. (This requirement can be obtained within the bachelor's degree or in addition to the degree.) The 24 semester hours is required regardless of the number of semester credit hours individuals have earned in their career field; i.e., the provision that 12 semester credit hours, rather than 24, will be accepted when an individual's degree is in an acquisition discipline does not apply.

(b) Selections for Occupational Series GS-1102 non-CAPs will be processed as outlined in Paragraph B.2. of this document, except as stated in subparagraph (a), above.

(c) Determination of minimum qualifications will be made by the servicing CPOC, with assistance from the ACM (subject matter expert).

4. Waivers: Waiver of statutory requirements for Acquisition Corps membership and DoD requirements for level II training in an acquisition career field for CAPs.

(a) Waivers will be processed in accordance with Army Waiver Guidance and Procedures for Acquisition and Technology Workforce Critical Acquisition Positions (reference i).

(b) Selection for CAPs shall be made from those in, or otherwise qualified for, the AC. The DACM or the Acquisition Career Program Board may waive that provision (in writing) in circumstances, when it is determined that qualified Acquisition Corps members are not available.

(c) Availability of qualified applicants shall be determined by announcing the position Acquisition-Corps wide without restriction by geographic area for a minimum of 14 days. (DoD wide with consideration of external candidates is highly encouraged to ensure the best pool of candidates.) The announcement

will be made in accordance with instructions detailed in paragraph B.1.(b) of this document. While the initial announcement criteria are left to the discretion of the selecting official, waivers may be requested *only when the announcement requirements of this paragraph are followed and yield no applicants meeting Acquisition Corps membership requirements*. **When difficulty in recruitment is expected, it is recommended that selecting officials ensure vacancies are announced in accordance with the requirements of this paragraph in order to prevent a second announcement.**

(d) If the 14-day announcement yields no qualified applicants who meet position requirements and who are also qualified for AC membership, a **tentative** selection may be made of an individual meeting the position requirements but lacking one or more of the requirements for AC membership. In this case, the organization must process a waiver of AC membership requirements. (Note: Waivers of certification/training requirements allow the individual to be placed in the CAP for up to 18 months while meeting the requirements. It does not waive the requirement that the individual meet the training requirements of the position. All CAPs require level III training.) Except in rare cases, waivers will be position specific DACM waivers; as such, they waive the individual to that particular position but do not allow for AC membership until such time as all membership requirements are met.

(e) The selectee may not occupy the position or be rendered a ' permanent offer for the position until the waiver is approved.

C. EFFECTIVE DATE

This document is effective immediately upon signature.

//original signed//

MARY FULLER
Colonel, SC
Acting Deputy Director,
Acquisition Career Management

REQUESTING SUPERVISOR'S SUPPLEMENT

ACQUISITION WORKFORCE POSITION INFORMATION
FOR
MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

INCUMBENT: VACANT

TITLE / PAY PLAN / SERIES / GRADE or BAND LEVEL:

1) Career Level

- 1 = entry level I
- 2 = intermediate level II
- 3 = senior level III
- 9 = none/unknown

2) Job Site

- N = 50% or less time at contract site
- Y = More than 50% time at contract site

3) Critical Position

- 1 = critical acquisition position – not division head*
- 2 = critical acquisition position – **division head***
- 3 = developmental acquisition position
- 4 = acquisition position – not critical or developmental
- 5 = critical acquisition position – developmental

***Division Head** is an official in a critical acquisition position with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.

4) Job Specialty 1

- | | |
|---|----------------------------------|
| 1 = primarily pre-award oriented | 6 = contracting for construction |
| 2 = primarily post-award oriented | 8 = other – not pre-post-award, |
| 3 = primarily oriented to cost & price analysis | cost & price, installation |
| 4 = both pre/post-award oriented | 9 = unknown |
| 5 = primarily post, station, installation | B = business & financial mgmt |
| (base oriented) | C = cost estimating |

REQUESTING SUPERVISOR'S SUPPLEMENT
ACQUISITION WORKFORCE POSITION INFORMATION
Continued

5) Job Specialty 2

1 = acquisition of information resources (ADPS)
2 = major system acquisition (ACAT I or II)
3 = acquisition of both information resources and major system
8 = not acquisition information resources or major system
9 = unknown

6) Career Category

3 = configuration/data management	L = acquisition logistics
4 = program management specialist	M = acquisition logistics mgmt personnel
6 = senior contracting official	N = program executive officer
A = program management	O = scientist
B = deputy program manager	Q = developmental engineer
C = contracting	R = communications computer sys
D = industrial property management	S = systems planning, research, development, engineering
E = purchasing and procurement asst	T = test & evaluation engineering
F = procurement clerk asst	U = auditing
G = manufacturing and production	V = program mgmt oversight
H = quality assurance	X = education, training, car dev
I = scientific manager	Y = reserved
J = quality engineers & scientists	Z = unknown
K = bus, cost estimating, fin mgmt	

7) Program Type

1 = ACAT I def acq prog	4 = ACAT III or IV acq progs
2 = ACAT II sig acq def prog	5 = non-major non-signif prog
3 = ACAT I & II def acq prog	9 = non ACAT I II III or IV

8) Special Assignment

A = program exec off (PEO)	F = contract officer
B = program manager (PM)	G = PEO & contract officer
C = deputy program manager (DPM)	H = PM & contract officer
D = senior contract off (SCO)	J = DPM & contract officer
E = ed, tng, car devel position	K = SCO & contract officer
	L = deputy program exec officer

DEFINITIONS

Acquisition Career Fields: There are eleven acquisition career fields in the Army Acquisition and Technology Workforce, as follows: Program Management; Contracting; Industrial Property Management; Purchasing; Manufacturing & Production/Quality Assurance; Business, Cost Estimating & Financial Management; Logistics; Information Technology; Systems Planning & Research, Development & Engineering (Science & Technology Managers is a track under this career field); Test & Evaluation; Facilities Engineering.

Acquisition Career Record Brief (ACRB): An authenticated document containing the education, training, experience history, Acquisition Position List number, etc., of an acquisition workforce member. It is mandatory for A&TWF member and is their official record for all acquisition related matters, including certification.

Acquisition and Technology Workforce (A&TWF): The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions, or who are members of an acquisition corps, or who are in acquisition career development programs.

Acquisition Career Management Board (ACMB): The group is made up of representatives from each acquisition career field and is chartered to assist the DACM/DDACM with career development issues.

Army Acquisition Corps (AC): A subset of the Army's acquisition workforce composed of selected military or civilian personnel in the grades of LTC and GS-14/equivalent Personnel Demonstration broadband and above. By law and regulation, specific requirements must be met to become a member of the Army AC. GS-13/equivalent broadband CEs with level III training or certification in an acquisition career field may also apply for AC membership.

Corps Eligible (CE) Status. CE status was established to develop a pool of candidates qualified to assume CAP positions. It is open to all A&TWF members, other government agencies, and the private sector who meet Acquisition Corps statutory requirements and who have level II certification or training in an acquisition career field. Qualification requirements are identical to those for Army AC membership. A&TWF members with CE status and level III training or certification may also compete for a number of education, training and experience opportunities not available to other A&TWF members.

Critical Acquisition Positions (CAP): Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Occupants of these positions are required to have AC membership. By law and regulation, all acquisition positions at and above the grades of lieutenant colonel and GS-14/equivalent converted Personnel Demonstration Projects broadband/pay-band levels are designated as CAPs.

Director, Acquisition Career Management (DACM)/Deputy Director, Acquisition Career Management (DDACM): The official appointed to assist the Army Acquisition Executive in the performance of duties as they relate to the training, education, and career development of the acquisition workforce. The Deputy DACM provides assistance to the DACM in developing policies, procedures, and processes necessary to execute the duties of the DACM.

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